

TAB

29 SEP 1975

ADMINISTRATION & TRAINING DIVISION

MILESTONE 1

RECAP OF "REPORT OF INFORMATION HOLDINGS" OF 30 JUNE 1975

ITEM 3A OFFICE FILES

Miscellaneous 14 linear feet

ITEM 3D REFERENCE MATERIAL

Reference material 2 linear feet

TOTAL 16 linear feet TOTAL CU FT 16.0

BUDGET & FINANCE, A&TD/OS

MILESTONE 1

Finance Notices & Regulations	2 CU FT
Cash Boxes	3 CU FT
Contracts Folders	3 CU FT
Field Station Folders	2 CU FT
OSR, Encumbrances & Procurement IBM Runs	3 CU FT
Time Sheets, A/L Ledgers & Pay Cards	2 CU FT
Procurement Requisitions & Folders	2 CU FT
Reduction of IBM Budget Runs	3 CU FT
Prior Year Budget Folders	2 CU FT
Security Finance Personnel Folders	10 CU FT
Locator Spindle of all Security Personnel	1 CU FT
STAT [redacted] Prior Years Folders	5 CU FT
STAT [redacted]	1 CU FT
Miscellaneous	<u>4 CU FT</u>
TOTAL	43 CU FT

OS PERSONNEL BRANCH RECORDS

Type and Volume

Cubic Feet

1. Office Files

Personnel Soft Files	76
Administrative Subject Files	9
Field Office Administratives	2
Security Career Board Minutes	3
Promotion Packages (includes biographic profiles, fitness reports, & promotion recommendations)	2
Policy Files	4

96

2. Card-Size Files

Wheeldex and Locator Cards	.33
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3. Odd-Size Material

Organizational Charts, Graphs, & Maps	.33
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4. Reference Material

Position Control Register	3
Position Descriptions Books	2
Agents Manual	1
Retirement and Credit Union Information	1

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TOTAL 103.66

Approved For Release 2002/08/15 : CIA-RDP83B00823R000400030027-2
TRAINING BRANCH RECORDS

OFFICE FILES 22 Linear Feet

External Training	2 Feet
Internal Training	2 Feet
Working files	6 1/2 Feet
Previous CY and FY Records	3 1/2 Feet
Resource Files	4 1/2 Feet
General Admin Files	1 1/2 Feet
Course Record Files	2 Feet

REFERENCE MATERIAL 8 Cubic Feet

Books	5 Feet
Catalogs	1 Foot
Handouts	2 Feet

ODD SIZE MATERIALS 10(11) Cubic Feet

Movie Films *	3 Feet
Visual Aids	4 Feet
Visual Aid Material	4 Feet

* Additional 1 foot of films obtained subsequent to the submission of Form 3581 dated 30 June 1975.

CARD FILES .6 (1.2) Cubic Feet

Training Record Cards .6 Cubic Feet

Briefing Records* .6 Cubic Feet

*cards acquired from Technical Security Division since Form 3581 was submitted on 30 June 1975.

LOGISTICS BRANCH A&TD

MILESTONE 1

RECAP OF "REPORT OF INFORMATION HOLDINGS" OF 30 JUNE 1975

ITEM 3A OFFICE FILES

	LINEAR FEET	
ORDER/USAGE HISTORY RECORDS FOR OS OPI AGENCY BLANK FORMS	2.0	
ADMIN/SUPPORT SERVICE REQUESTS	2.0	
CCRESPONDENCE/CHRONO FILES	1.0	
PROPERTY REQUISITION FILES	4.5	
OL AND OS DIRECTIVES/NOTICES	1.5	
AGENCY PROPERTY CATALOGS	1.0	
PROPERTY VOUCHERS/RECEIPTS	2.5	
TVA AND VEHICLE FILES	1.0	
PROPERTY REQUISITION LOGS	.5	
OS OCCUPIED SPACE RECORDS	1.0	
TOTAL	17.0	TOTAL CU FT 17.0

ITEM 3B CARD SIZE FILES

PROPERTY RECORD CARDS	1.0	TOTAL CU FT .10
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ITEM 3D REFERENCE MATERIAL

COMMERCIAL (UNCLASSIFIED) CATALOGS AND BROCHURES OF SUPPLIES/EQUIPMENT	1.0	TOTAL CU FT 1.0
		TOTAL CU FT 18.1